



## **Meeting Minutes**

### **Las Vegas Citizen Corps Council Formation Meeting**

Friday, November 8, 2002 – 9:00am

City of Las Vegas Emergency Operations Center – Fire/Rescue Headquarters  
500 N. Casino Center Blvd. Las Vegas, NV – 89101

1. The meeting was called to order at 9:10am by Emergency Manager Tim McAndrew of the Las Vegas Office of Emergency Management. Self introduction of the following people present:

Michael J. McDonald, Las Vegas City Council  
Rick Henry, City of Las Vegas  
Tim McAndrew, City of Las Vegas Emergency Management  
Rick Diebold, City of Las Vegas Emergency Management/Fire & Rescue  
Lt. Martin Lehtinen, Las Vegas Metro Police Department  
Mark Tavarez, Las Vegas Metro Police Department  
Pam Terry, Las Vegas Metro Police Department  
Candy Byrd, Las Vegas Metro Police Department – Training  
Dave Adams, Las Vegas Metro Police Department/NHW  
Bryan Guiot, Nevada Commission for National & Community Service  
Penney Towers, CEO, American Red Cross  
Ed Ruttan, American Red Cross  
Brian Garcia, American Red Cross  
Page Spencer, American Red Cross/Las Vegas Fire & Rescue  
Vernell McNeal, CERT Member/Las Vegas Resident  
Duane Sonnenberg, Salvation Army  
Jed Spendlove, CERT Member/Huntridge Association, Las Vegas Resident  
Col. Barry Keller, US American Volunteer Reserve  
Jane Shunney, Clark County Health District

2. Overview of U.S. Citizen Corps Initiative, Related Programs and Host Agencies. Tim McAndrew and Rick Diebold presented a Powerpoint briefing on the Citizen Corps initiative, including program origination as a component of the USA Freedom Corps. Current resident programs include Neighborhood Watch and Volunteers in Police Service (VIPS) both conducted by the Las Vegas Metro Police Department. Candy Byrd and Dave Adams described Metro's operation of these programs in the various geographic area command regions. Rick Diebold described the Community

Emergency Response Teams (CERT) and Tim McAndrew reviewed the community-based fire prevention programs are conducted by the Las Vegas Fire & Rescue Department. Operations TIPS (Terrorism Information & Prevention Systems) is a program not yet operational in the local area. Jan Shunney from the Clark County Health District provided a brief overview of the District's efforts to implement a Medical Reserve Corps program in the valley, including a recent notice of federal grant award from the US Department of Health Services. Tim McAndrew suggested it will be important to interface the Medical Reserve Corps program into the existing Metropolitan Medical Response System (MMRS).

General discussion ensued regarding the various programs. Councilman McDonald reiterated the importance of citizen volunteerism during a disaster, citing that emergency crews will be overwhelmed with calls for service. Candy Bryd suggested a goal of the Citizen Corps Council should be to establish a volunteer information database to share information amongst the various programs and agencies that operate them. Lt. Lehtinen stated there are reciprocal recruitment opportunities between the programs (example: Neighborhood Watch staff could distribute CERT and Medical Reserve Corps brochures, and vice-versa). Ed Ruttan cautioned there needs to be a safeguard against double-counting volunteer staff that would only be able to serve one function during an emergency. Col. Keller cautioned that the volunteer programs, such as CERT, are intended for residents to service their own community subdivisions and not necessarily designed for deployment of areas of a community. Rick Diebold suggested that all of these items are examples of work that needs to be accomplished by subcommittees of the Citizen Corps Council.

3. Overview of Citizen Corps Councils. Tim McAndrew provided a briefing on the FEMA guide for local officials outlining the recommended steps local governments should take when establishing a Council, including:
  - Purpose
  - Organization structure
  - Suggested membership & community partners
  - Geographic area served
  - Subcommittee(s)
  - Meeting schedule(s)

Mr. McAndrew outlined the city's intention to establish a Citizen Corps Council as a subcommittee of the Management Committee for Emergency Operations, and the importance of collaboration with neighboring communities through the countywide Local Emergency Planning Committee (LEPC). Col. Keller advised that he is the White House appointed point of contact for Citizen Corps matters in the State of Nevada and that he will work with the city on establishing its Council. Councilman McDonald indicated he would move establishing a Council at the next meeting of the Management Committee for Emergency Operations.

Rick Diebold suggested that the Council should initially meet monthly to develop a strategic plan and to form subcommittees for each program that meet every two

weeks to perform the tactical work outlined by the strategic plan. Tim McAndrew suggested that the Council meetings could be reduced to a quarterly schedule once the strategic plan is complete. Col Keller stated the importance to develop specific work objectives for the volunteers in order to maintain their commitment and enthusiasm.

5. Overview of Nevada Commission for National & Community Service (NCNCS) and interface potentials with Citizen Corps programs. Mr. Bryan Guiot presented an overview of the Nevada Commission for National & Community Service and the AmeriCorps volunteer program. He described the process of using AmeriCorps volunteer staff and the matching fund requirements of the host agency, and he distributed information flyers regarding the pending grant opportunity available in November 2003. Mr. Guiot indicated that regional grant applications are favorable to NCNCS' review process.
6. Overview of potential funding sources and distribution structures. Tim McAndrew provided an overview of other revenue sources for Citizen Corps affiliate programs, including FEMA's recent announcement of FY2002 supplemental funds. The Nevada Division of Emergency Management has indicated that it expects to qualify for approximately \$249,000.00 for Citizen Corps projects, of which approximately \$201,000.00 is earmarked for CERT programs and the remaining \$47,000 is earmarked for development of Citizen Corps Councils.
7. Open discussion. Penney Towers inquired what the goal should be for the next meeting. Rick Diebold suggested that each agency should return with confirmed project commitment from it's respective board and be prepared to work on development of the strategic plan outline and subcommittee development.

Next meeting is scheduled on Thursday, December 12, 2003 at 10:00am, Las Vegas Emergency Operations Center, 500 N. Casino Center Blvd.

Meeting adjourned at 10:20am